

GUIDELINES FOR CHURCH TREASURERS WHEN THE CONFERENCE PROVIDES THE ACCOUNTING SERVICE

The church will continue to make weekly deposits and pay its monthly bills.

After the last Sabbath of the month, the following items will be sent to the Conference:

1. Weekly Tithe and Offering envelopes with calculator tape and bank deposit slip,
2. Check Disbursements and Transfers Form,
3. Bank Statements for all bank accounts (if you have not received the statement, send it the following month).

After processing this information, the church will be notified of the amount of the remittance check (i.e.: check for tithes and conference funds). The remittance check is due at the conference office no later than the 10th of each month. Upon receipt of the remittance check the books will be closed and all the information received will be returned to the church along with Monthly Financial Reports. The church will file this information with the disbursement files and be prepared to submit them, when requested for the periodic financial audit.

Tithe/Offering Envelopes

1. Each offering envelope should have the donor's name clearly written on it to avoid any confusion and to prevent posting to another donor. Loose Offerings and No Name contributions should be clearly marked at the top of the envelope. This is essential in meeting the requirements of the IRS and the Conference.
2. The envelope must show each individual fund receiving a donation. A total only at the bottom of the envelope does not give an accurate picture of where the offerings should go.
3. Attach a calculator tape showing the total of the envelopes. Indicate the date of the Sabbath the envelopes were collected. The envelopes should total the exact amount deposited in the bank. Wrap together envelopes, calculator tape, and deposit slip with a rubber band.

Check Disbursements

1. On the form provided please enter the information in the columns titled Check # (check number), Date, Paid To, Purpose, Amount, and Acct # Charged (account number charged).
2. If the church is using Jewel to print checks, the Check Disbursements and Transfers form will not be needed to list the checks issued in the month. Please print a Check Report from the Jewel system and submit that report in place of the Check Disbursements and Transfers form

Transfers

On the form provided please enter the information in the columns titled Transfer From Acct #, Transfer To Acct #, Purpose of Transfer, and Amount.

If additional information is required, please contact the Auditing Department at (559) 347-3145 or 3146.

CHECK DISBURSEMENTS AND TRANSFERS

CHURCH: _____

MONTH: _____

CHECK DISBURSEMENTS

CHECK #	DATE	PAID TO	PURPOSE	AMOUNT	ACCT. # CHARGED

TRANSFERS

TRANSFER FROM ACCT #	TRASFER TO ACCT #	PURPOSE OF TRANSFER	AMOUNT